

Form A: Application Cover Page for CalServe Grant 2003-2006

California Department of Education
National and Community Service Trust Act
Learn and Serve America (LSA)

Local Educational Agency (LEA)

LEA:	County-District Code:
Name/Title of Fiscal Contact:	
Address:	
City:	ZIP:
Telephone ()	Fax: ()
E-mail:	Web site:

Program Coordination Contact

LEA or Organization that will provide Program Coordination:	
Name and Title of Program Coordinator:	
Address:	
City:	ZIP:
Telephone: ()	Fax: ()
E-mail and/or Web site:	

List of Partners

Please complete Form F (Key Community Partners) listing key community partners and districts involved in your partnership.

Signatures/Approvals

Before completing certification, please read the Policies Related to Certifications and Assurances and Terms of Certifications in Appendix F of the Request for Application (RFA). By signing this page, the applicant certifies that it will agree to perform all actions and support all intentions stated in the certifications and assurances in Appendix F of the RFA.

I hereby certify that all of the applicable federal rules and regulations will be observed by this applicant; that to the best of my knowledge, the information contained in this application is correct and complete; that the attached legal assurances are accepted as the basic legal conditions for the operation of this partnership; and that this applicant hereby agrees to have its use of funds reviewed and/or audited according to the standards and criteria set forth in the CDE's Coordinated Compliance Review (CCR) Manual.

Superintendent or designee	Superintendent's or Designee's Signature/Date
Executive Director of organization responsible for Program Coordinator (if not LEA)	Executive Director's Signature/Date
Program Coordinator's Name	Program Coordinator's Signature/Date

Form B: Budget and Budget Narrative 2003-2004

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On the budget below, indicate expenditures in categories and include up to three pages of narrative that further detail how these funds will be used and the source of match from the LEA and other organizations.

Note: LSA budgets must demonstrate a local match of 10 percent of the total program budget (CalServe funds and match) in Year 1.

Districts operating CalServe Partnerships are required to report expenditures in accordance with the object classification plan in the *California School Accounting Manual*. The use of these object codes will facilitate the preparation of budgets and the mid-year and year-end financial reports requested by CalServe. This budget page reflects typical service-learning expenditures. For guidelines and requirements on the appropriate use of funding, please refer to the CDE General Assurances and CNCS General Grant Provisions that are available on the CalServe Web site (Grants Management section at www.cde.ca.gov/calserve/grantee_resources.htm).

District:		CDS code:				
Amount requested:		Fiscal contact person:				
Object of Expenditure Codes	CalServe LSA K-12	Sources of required match (Cash or In-kind service)				Budget Item Total
		<u>District funds</u> (a.d.a., state or non-CNS federal categorical)	<u>Public sector</u> (e.g., forest service, police department)	<u>Non-profit</u> (e.g., community- based org. or foundation.)	<u>Private sector</u> (e.g., business partner)	
1000 Certificated Salaries						
2000 Classified Salaries						
3000 Employee Benefits						
4000 Books and Supplies						
5000 Services and other operating expenditures (other than Travel and Evaluation expenditures)						
5200 Travel & conferences (not related to evaluation)						
Evaluation (at least \$4,000 or 10%, whichever is more)						
5100: Consultant contracts						
5200 Travel						
5800 Other services & operating expenditures						
Total of direct charges above						
Indirect Charges (2.5% cap)						
Total	CalServe Request					Total Program

Form C: Summary of Key Activities and Output Indicators 2003-2004

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Local Educational Agency: _____

Please list the outcome indicators from your application and provide a description of the general scope of key activities for 2003-2004. Then describe the anticipated output indicators for each of these activities. Please limit this summary to three pages. See appendix D for an explanation of outcome and output indicators.

Outcome Indicators <i>(Benefits to Participants or Community)</i>	Associated Key Activities	Date(s) of Key Activity	Anticipated Output Indicators <i>(Results or Products)</i>	Target audience

Form D: Participant Output Indicators 2003-2004

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LEA	County-District code:
Person completing this form	

In what setting does your partnership work? ☐ Rural ☐ Suburban ☐ Urban ☐ Mixed

Indicate the anticipated participation of the following individuals for 2003-2004

Students Projected to Participate	
Kindergarten-5 th grade	
6 th -8 th grade	
9 th -12 th grade Comp. High Schools	
6 th -12 th grade Alternative Schools	
<i>Total Students</i>	

School Staff (professional and support)	
Teachers	
Administrators/School Board Members	
Other School Staff	
<i>Total School Staff</i>	

Family Members and Caregivers	
--------------------------------------	--

Community Representatives	
From Community-Based Organizations	
From Faith-Based Organizations	
From Public Agencies	
From Business	
Higher Education Students supported by Federal Work Study funding	
Higher Education Volunteers	
AmeriCorps Members & VISTA	
Senior Corps (Senior Companion, RSVP, Foster Grandparents)	
Legislators and Community Officials	
Other	
<i>Total Community Representatives</i>	

Districts in the Proposed Partnership

Use these tables to show the total number of schools and the projected number to be involved, by each grade span. If it will be a multi-district partnership, complete a table for each district in the proposed partnership. Photocopy this page if there are more than three districts.

Local Educational Agency:	Number of Schools	
	Total	Projected
Elementary		
Middle/Junior High		
Comprehensive High		
Continuation		
<i>Total Schools</i>		

Local Educational Agency:	Number of Schools	
	Total	Projected
Elementary		
Middle/Junior High		
Comprehensive High		
Continuation		
<i>Total Schools</i>		

Local Educational Agency:	Number of Schools	
	Total	Projected
Elementary		
Middle/Junior High		
Comprehensive High		
Continuation		
<i>Total Schools</i>		

Note: add additional LEA's as needed.

Form E: Local Evaluation Plan 2003-2004

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Local Educational Agency: _____

Please use this form to develop a plan for evaluating each of the outcome indicators proposed for the first five application narrative sections. See Appendix E for a sample of an evaluation plan for one outcome indicator and Appendix D for an explanation of outcome and output indicators.

Section 1 - Vision and Policy				
End-Outcome Indicators (<i>Benefits to Participants or Community</i>)	Data Collection from Output Indicators (<i>Results and Products</i>)	Personnel	Program Evaluation Process	Timeline

Section 2 – High Quality Service-Learning				
Intermediate-Outcome Indicators (<i>Benefits to Participants or Community</i>)	Data Collection from Output Indicators (<i>Results and Products</i>)	Personnel	Program Evaluation Process	Timeline

Section 3 – Training and Professional Development				
Intermediate-Outcome Indicators (<i>Benefits to Participants or Community</i>)	Data Collection from Output Indicators (<i>Results and Products</i>)	Personnel	Program Evaluation Process	Timeline

Section 4 – Organizational Design and Leadership Capacity				
Intermediate-Outcome Indicators (<i>Benefits to Participants or Community</i>)	Data Collection from Output Indicators (<i>Results and Products</i>)	Personnel	Program Evaluation Process	Timeline

Section 5 – Resource Development and Public Relations / Recognition Activities				
Intermediate-Outcome Indicators (<i>Benefits to Participants or Community</i>)	Data Collection from Output Indicators (<i>Results and Products</i>)	Personnel	Program Evaluation Process	Timeline

Form F: Key Community Partners 2003-2004

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Local Educational Agency: _____

Include the following information for each community partner/organization, including school districts, with whom you will be working:

[illegible]